

NOTIFICATION OF PARENT/GUARDIANS

It is important that child care providers let parent/guardians know whenever contagious diseases are found in children attending their programs. This helps parent/guardians to know what types of symptoms to look for and if they need to get any shots or medicines for their children. The fact sheets in this manual provide information on most communicable diseases you might see in child care settings. It is recommended that you post the Contagious Disease Alert with the appropriate fact sheet and send home a copy of the fact sheet to the parent/guardians of children who may have been exposed when these diseases occur in your program. Many times, getting accurate information from the health department reassures parent/guardians that the situation is being followed closely and that efforts are being made to prevent further spread in the child care setting or to other family members.



This manual also includes fact sheets on many diseases and infestations, such as chickenpox and head lice, that are not reportable but still need to be controlled. Parent/guardians should be notified whenever cases occur.

PROCEDURE FOR WHEN A DIAGNOSED COMMUNICABLE DISEASE OCCURS

Post the Contagious Disease Alert and give out the Parent Alert Letter (PAL) as soon as possible to help control the spread of disease and infestation.

1. Send a Parent Alert Letter (PAL) to parent/guardians of children who may have been exposed (ie. same age, class). Attach the appropriate fact sheet of the disease. See page 47.
2. Post the Contagious Disease Alert with the appropriate fact sheet. (see Contagious Disease Alert Kit instructions page 49)
3. Follow your exclusion policy.

Child Care Facility _____



PARENT ALERT LETTER

Date: _____

NOTICE: CONTAGIOUS DISEASE ALERT

Dear Parent or Guardian:

- ☐ A child in this facility has _____
Name of disease
- ☐ Your child may have _____
Name of disease
1. Please check your child for symptoms listed on the attached FACT SHEET for this disease.
2. If you suspect your child has _____,
Name of disease
please see your physician.

3. Tell the child care facility if your child has this disease.
Call _____ at _____
Name Phone Number



Child Care Facility _____



PARENT ALERT LETTER

Date: _____

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CONTAGIOUS DISEASE ALERT KIT INSTRUCTIONS

1. The CONTAGIOUS DISEASE ALERT will be posted when a contagious disease has been diagnosed.
2. Post this CONTAGIOUS DISEASE ALERT in the entry way or in a place it can be clearly seen by all parent/guardians.
3. Find sheet with appropriate DISEASE NAME CARD*.
4. Copy sheet and cut out appropriate DISEASE NAME CARD*.
5. Place the DISEASE NAME CARD* at the top of the ALERT (see sample A below).
6. Insert the appropriate FACT SHEET*** into the clear RED FOLDER** on the ALERT (see sample B below).
7. The front of the FACT SHEET should show through.

| ITEM | Where to Find It |
|----------------------|-------------------------------|
| * DISEASE NAME CARDS | back pocket of the PEP Manual |
| ** RED FOLDER | back pocket of the PEP Manual |
| *** FACT SHEETS | included in this handbook |

